

# OLGC Carpool Policies & Procedures for K-8

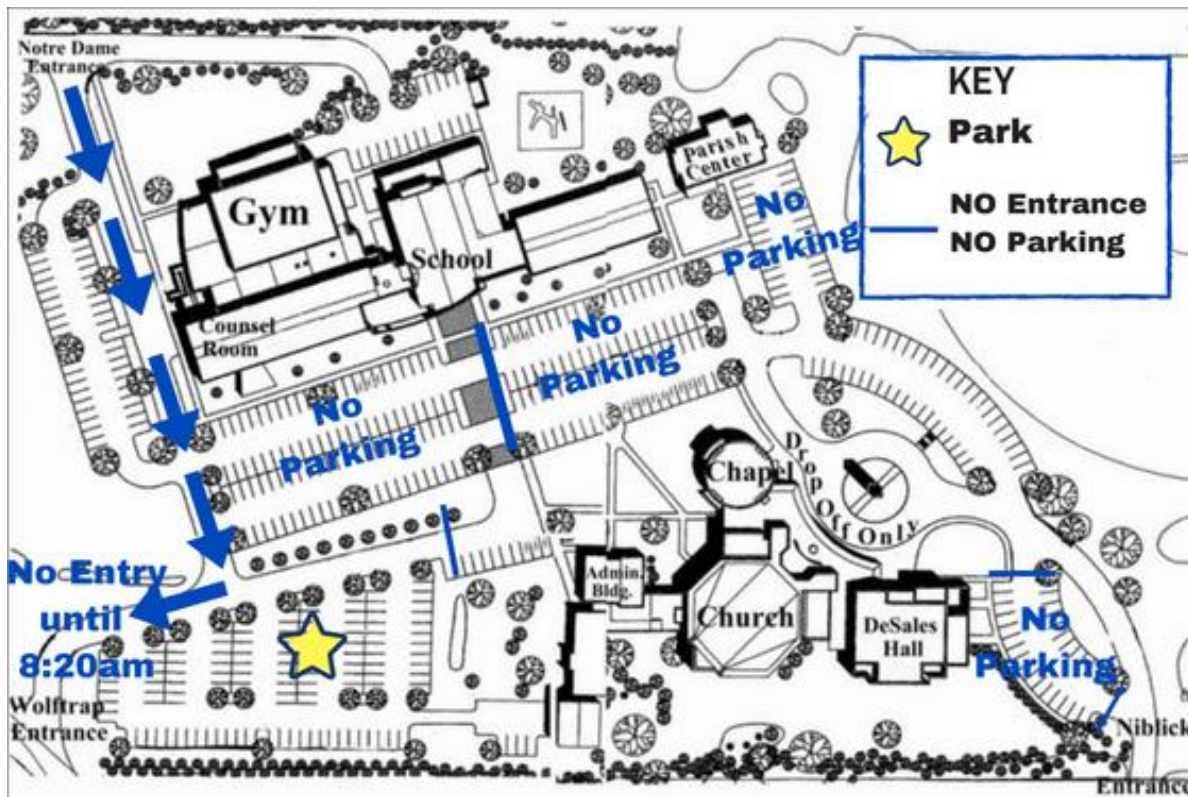
We are making every effort to ensure the safety of your children upon arrival and dismissal at school and at recess during the school day. The following measures will be strictly enforced. Volunteers and all other visitors must park in the upper lot during the school day. There will be no parking in the St. Joseph Center lot nor in the center of the main parking lot.

**New changes are in places for the 2018-2019 school year.**

## Morning Drop-off

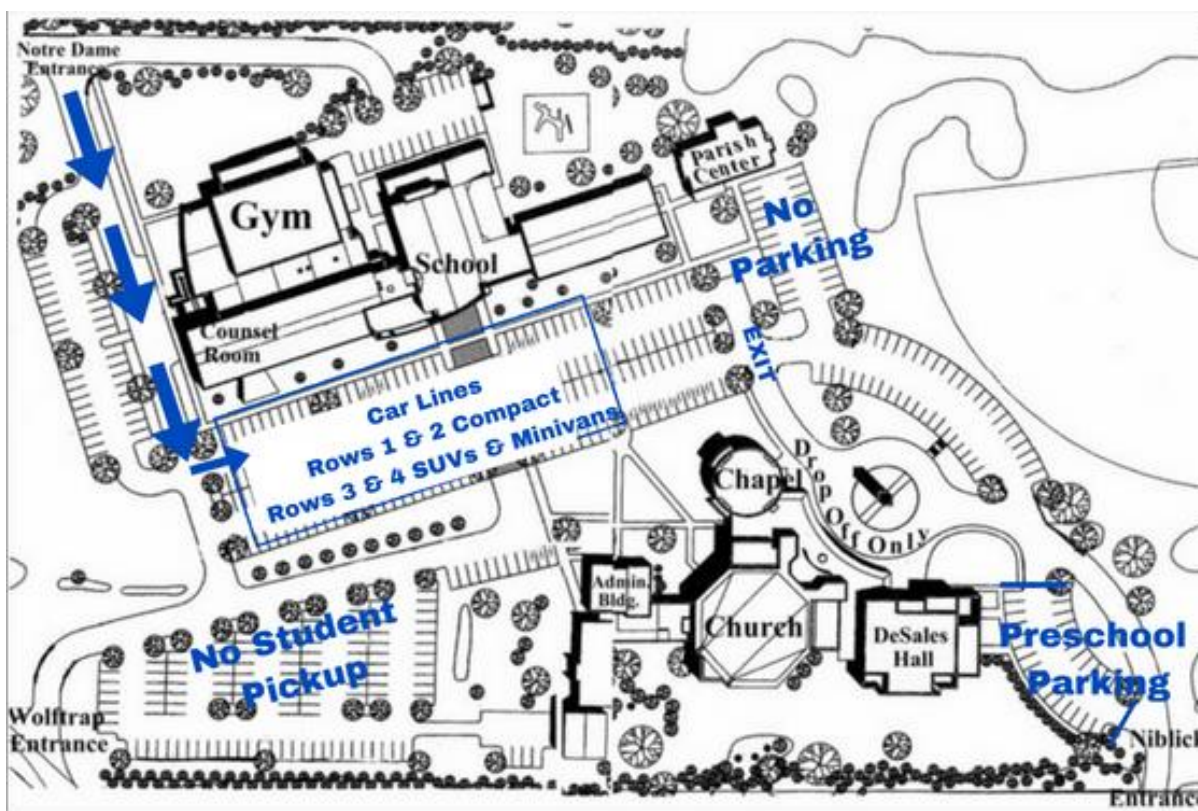
**Blue arrows** at the top indicates drop-off for Kindergarten – 8<sup>th</sup> grade students from Wolfrap Road.

- Families must enter through the rear Wolfrap Rd entrance via the Notre Dame entrance.
- Single lane of cars along the side of the gym – DO NOT pass cars and follow in a single line.
- Students should exit vehicles and walk along the sidewalk closest to the Gym.
- Once your students have exited your vehicle and the car in front of you starts to move forward, you may follow and exit the campus via the Wolfrap exit.
- If you arrive after the teachers and classes have entered the building, a parent must accompany the student(s) to the front door and sign in at the reception desk.



## Afternoon Pick-up

- No students will be dismissed between 2:30 – 3:00pm. **If you need to pick up your student early please arrive before 2:20pm.**
- All vehicles must enter through the rear Wolftrap Rd entrance via the Notre Dame entrance.
- Please be in place by 2:55 pm. Cars line up to the cones closest to the gym and once that is full, a second line of cars is created next to them.
- Students & Staff will be on hand to assist with directions.
- Once cones are removed drivers are asked to stay in a single line and drive to next set of cones.
- Rows 1 & 2 closest to the building are for compact cars.
- Rows 3, 4 & 5 are for SUV, Minivans and overflow compact cars.
- Please be careful when exiting your vehicle and look for cars that are still entering carpool area.
- Students are released at 3pm. Pickup is from the main parking lot in front of the school.
- If your vehicle arrives after 3pm, you will wait in lines along the Gym. This is known as 2<sup>nd</sup> carpool. Once the 1<sup>st</sup> carpool lines start to exit the main parking lot the 2<sup>nd</sup> carpool lines will begin to enter. Be careful when exiting your vehicle since cars are still entering carpool area.
- 2<sup>nd</sup> carpool students will be dismissed after all vehicles have entered and staff rings a bell.
- No pickup is allowed at the St. Joseph Center or the upper parking lot.



## Extended Day Pick-up:

- Park your vehicle near the Counsel Room doors and follow instructions given to you by the ECAP Director.